



Title: County Sheriff

FLSA Status: Exempt

Department: Sheriff

Updated: 11/2022

General Definition of Work

Performs complex work directing all activities of the Sheriff's Office, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the public (elected position).

Supervision is exercised over all department personnel.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Plans, organizes, directs and evaluates all operations of the Sheriff's Office.
 - Prepares and maintains annual departmental budgets.
 - Coordinates activities with other law enforcement agencies.
 - Formulates and implements policy, procedures, rules, regulations, and programs.
 - Prepares and reviews operational and administrative reports.
 - Promotes, assigns and disciplines all personnel with department.
 - Supervises maintenance of records and materials associated with law enforcement activities or administration.
 - Meets with the news media for interviews; makes periodic public addresses.
 - Writes and administers grants from state and federal entities.
 - Coordinates fund distribution from grants to local units of government.
 - Responds and coordinates disaster dealing; deals with hazard mitigation.
 - Provides information on government infrastructure protection.
 - Maintains and updates County Emergency Operation Plans, SOP's and resource book.
 - Sets up training for emergency responders.
 - Attends meetings and conference; serves on local and regional steering committees.
 - Serves as Emergency Management Director.
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Knowledge, Skills and Abilities

Comprehensive knowledge of laws, rules and court decisions relating to the administration of criminal justice and law enforcement; comprehensive knowledge of scientific methods of crime detection, criminal identification and radio communication; thorough knowledge of the geography of the County; ability to evaluate the effectiveness of the law enforcement operations and to institute improvements; ability to prepare and review reports; resourcefulness and sound judgment in emergencies; skill operating a personal computer and applicable hardware and software; ability to compute rates, ratios and percentages; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with County officials, associates and the general public.



Minimum Qualifications

Associate or Technical degree and minimal experience, or a combination of equivalent education and experience.

Special Qualifications

Basic Law Enforcement Certificate issued by the State of Minnesota.
Meet and maintain minimum qualifications for the position as established by the Department and the State of Minnesota.
First Responder/CPR Certification.
MN Peace Officers Standards and Training License (POST).
Valid driver’s license in the State of Minnesota.

Working Conditions

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees sit some of the time but may walk or stand for some periods of time.
- This classification regularly involves physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for conveying detailed or important instructions to others accurately, loudly or quickly; and hearing is required to receive detailed information through oral communication and/or to make fine distinctions in sound.

Physical Exertion (Pounds)	
Up to 10	Frequent
Up to 25	Frequent
Up to 50	Frequent
Up to 100	Occasional
100 or more	Occasional



Environmental Exposures	
Work near moving mechanical parts	Occasional
Work in high, precarious places	Occasional
Toxic or caustic chemicals	Occasional
Outdoor weather conditions	Regular
Extreme Cold, non-weather	Occasional
Extreme Heat, non-weather	Occasional
Noise Level	Moderate

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.